VMR-VRO GUIDELINE –
HOW AND WHAT PERSISTENCE
SHOULD BE USED ON A VENDOR'S RECORD

Checklist Reference – *Setting Up One-Time Vendors*

The available persistences are:
- One Time
- Permanent
- Regular
- Single Pay

One Time:

The persistence of 'one-time' which allows one payment to be made to a vendor and upon the completion of the payment the vendor status will change to 'INACTIVE'.

When should this type of persistence be used? This type of persistence works well when you are paying a vendor who may never be paid again.

- There is no need to clutter the database with active vendors that are only paid once. The persistence of one-time takes care of the inactivation as part of regular maintenance.

Problems with using one-time vendors:
1. Sometimes vouchers get hung up when using a one-time vendor.

   NOTE: If this happens, change the status of the vendor from "Approved" to "Inactive." Sounds backwards, but the check will print and the vendor will stay inactive.

2. If VMR's are not careful, they may set up a duplicate vendor rather than reactivating the one-time vendor.

If a vendor is set up with a persistence of 'one-time,' what happens if he needs to be paid again?
Change the vendor status to 'Active' and change the persistence to 'Regular' before making your second payment to that vendor. **Please do not enter the vendor into the database a second time.**

Permanent
The persistence of permanent is used when setting up HMS vendors for payroll.

Regular
This is the normal persistence for the majority of the vendors on the database.

Single Payment Vendor
This persistence is new with the 9.0 upgrade that isn't being used at this time.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.